Office of Human Resources

Job Posting

TITLE:	Deputy Finance Director
DEPARTMENT:	Finance
CLASSIFICATION:	Non-Classified/Management
SALARY:	$65,000 - $80,000. Commensurate with education, experience and other qualifications

POSITION SUMMARY:

The Deputy Finance Director is responsible for assisting the Finance Director with the fiscal functions of the Town, while maximizing the efficiency of available resources, in accordance with generally accepted accounting and financial principles established by regulatory and advisory federal and state organizations. The Deputy Finance Director oversees all payments and disbursements on behalf of the Town, all departments and agencies thereof. Further, the Deputy Finance Director assists with the Town's operating and capital budgets; the functions of accounting, grant management, payroll, revenue collections, disbursements, risk management, funds investment, performance audit, along with the associated financial and accounting software. Also, the Deputy Finance Director provides support to other department heads and maintains the Finance Director appraised of any matters related to the Finance Office and its daily operations. The Deputy Finance Director acts on behalf of the Finance Director in his/her absence.

Full Position Description and Employment Application are available at
http://www.middletownri.com/employment

HOW TO APPLY:

INSTRUCTIONS:	Email Employment application and resume to cdursi@middletownri.com Include **Deputy Finance Director** in the Subject Line of your email
APPLICATION PERIOD:	**Application period ends on July 1ˢᵗ, 2016 at 4:00 p.m.** (Applications will not be accepted after this deadline)

If you need assistance with the application process, please contact the Office of Human Resources at (401) 846-5781 prior to the closing of the application period.

The Town of Middletown is an Equal Opportunity Employer